
Subject: National Voter Registration Act

Effective Date: October 1, 2004

Revised from:

Policy: The National Voter Registration Act of 1993 requires all WIC offices to provide voter registration services. All new applicants or clients changing an address must be offered the opportunity to register to vote. WIC staff are required to provide assistance with the forms if requested. When providing assistance or answering questions specific actions and statements are prohibited, such as: influencing an applicant's party preference or registration; displaying any party preference or allegiance; and making any statement or taking any action which would discourage voter registration or in any way lead the individual to believe that a voter registration decision will have a bearing on the availability of services or benefits. The voter registration forms used in WIC offices must not be altered or marked in any way that would clearly identify WIC as the source of the registration. WIC staff are not to screen applicants to determine their eligibility to vote.

Procedure:

1. Persons wanting to register to vote are given the Kansas Voter Registration Application.
2. If a person does not want to register to vote, give them a State of Kansas Agency Declination Form to complete.
3. Document in KWIC.
4. Process the Voter Registration Applications per instruction from the county election officer.

The "Guide for Agency-Based Voter Registration" contains the general guidelines for providing voter registration services at an agency-based site. Copies may be obtained from the county election officer or from the State Agency. Each LA will need to contact the county election officer for each county in which they provide WIC services to coordinate these efforts. Kansas Voter Registration applications must be forwarded to the county election officer, who will in turn determine the qualifications of applicants.

Voter Registration Application Forms are available on the WIC Materials Order Form. The Agency Declination Form may be copied from the Master File. No other forms may be substituted for these forms. All Agency Declination Forms must be filed in a separate file and retained for two years. The filing method is up to the LA but must be such that the forms can be found if required by the county election officer.